



**DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES
OFFICE OF STATE PROUREMENT**

P CARD & T CARD BILLING CYCLE TIMELINE

This chart shows the P-card and T-card billing cycle dates for FY 2023 – FY 2024.

Billing Cycle - The date range for transactions posted to the managing account from which the invoice is based.

Statement Available – When a statement is ready to print on Global Card Access.

Allocate - The last-day charges can be reallocated in Bank of America.

Download Complete Date – The day the documents are downloaded into AASIS.

Billing Cycle	Statement Available	Last Date to Re-Allocate Charges	Download Complete Date
June 16–July 14, 2023	July 15	July 21	July 24
July 15–August 15, 2023	August 16	August 19	August 24
August 16–September 15, 2023	September 16	September 21	September 25
September 16–October 13, 2023	October 14	October 20	October 24
October 14–November 15, 2023	November 16	November 21	November 27
November 16–December 15, 2023	December 16	December 21	December 27
December 16–January 15, 2024	January 16	January 19	January 24
January 16–February 15, 2024	February 16	February 21	February 26
February 16–March 15, 2024	March 16	March 21	March 25
March 16–April 15, 2024	April 16	April 19	April 24
April 16–May 15, 2024	May 16	May 21	May 24
May 16–June 14, 2024	June 15	June 21	June 24